

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
BUREAU OF HEALTH SYSTEMS

ADMINISTRATIVE RULES FOR  
SUBSTANCE ABUSE SERVICE PROGRAMS

**PART 6: CASEFINDING**

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**PART 6. CASEFINDING**

**SUBPART 1. SARF**

- R 325.14601 Referral resources.

- 601(1)** A program shall maintain a current comprehensive and dated listing of referral resources. The listing shall be reviewed, updated, and verified annually.
- 601(2)** Referral resources utilized by a SARF program shall include the following service capabilities:
  - (a) Substance abuse, prevention, and treatment.
  - (b) Mental health services.
  - (c) Educational services.
  - (d) Vocational counseling and training.
  - (e) Job development and placement.
  - (f) Financial counseling.
  - (g) Legal counseling.
  - (h) Spiritual counseling.
  - (i) Nutritional education and counseling.
  - (j) Financial aid services.
- 601(3)** A program shall maintain written referral agreements with referral resources.
- 601(4)** A program shall maintain a monthly log of the source of referrals to the program. The following information shall be included in the log:

- (a) Referral source.
- (b) Date and method of referral.
- (c) Client identifier.
- (d) Presenting problem.
- (e) Disposition.

R 325.14602 Procedures.

**602** A program shall develop written policies and procedures governing:

- (a) Procedures to be followed when accepting referral for SARF services.
- (b) Procedures governing the assessment process.
- (c) Procedures to be used in follow-up.

R 325.14603 Client records.

**603** The following information shall be collected and recorded on all individuals assessed for referral:

- (a) Name, address, and telephone number, when applicable.
- (b) Date of birth and sex.
- (c) Family and social history.
- (d) Educational history.
- (e) Occupation.
- (f) Legal and court-related history.
- (g) Present substance abuse problem.
- (h) Date the information was gathered.
- (i) Signature of the staff member gathering the information.
- (j) Name of referring agency, when appropriate.
- (k) Address, telephone number, and name of nearest relative to contact in case of emergency.
- (l) History of current and past substance abuse or other counseling services received. The agency, type of service, and the date the service was received shall be indicated.
- (m) Name, address, and telephone number of the most recent family or private physician.
- (n) A substance abuse history, including information about prescribed drugs and alcohol, which indicates, at a minimum, all of the following information:
  - (i) Substances used in the past, including prescribed drugs.
  - (ii) Substances used recently, especially those used within the last 48 hours.
  - (iii) Substances of preference.
  - (iv) Frequency with which each substance is used.
  - (v) Previous occurrences of overdose, withdrawal, or adverse drug or alcohol reactions.
  - (vi) History of previous substance abuse treatment received.
  - (vii) Year of first use of each substance.

- (o) Results of an assessment for referral shall be entered in the client record and shall include a summary of presenting problems, a needs assessment, and any referral resources deemed appropriate to meet the individual's needs.
- (p) Outcome of the referral shall be documented in the client record.

## SUBPART 2. ORGANIZATIONAL DEVELOPMENT

R 325.14621 Referral agreements.

**621** A program shall develop annual written referral agreements with SARF and substance abuse treatment programs.

R 325.14622 Referral records.

**622** A program shall maintain records on organizations with which the program is consulting. The records shall include all of the following information:

- (a) Name and description of the organization.
- (b) Objectives of the organizational development activity.
- (c) Quarterly progress notes related to the objective.
- (d) Final disposition of activity.

R 325.14623 Contact logs.

**623** A program shall maintain a monthly contact log of organizational development activities. The log shall contain all of the following information:

- (a) Name of organization.
- (b) Date of contact.
- (c) Purpose of contact.
- (d) Staff person making contact.
- (e) Disposition.